

SERMC Safety SOP 07

From: SERMC Safety (C106)

Subj: HAZARDOUS MATERIAL CONTROL AND MANAGEMENT (HMC&M)

Ref: (a) OPNAV INSTRUCTION M-5100.23(series), Navy Safety and Occupational Health Program Manual, SECTION B Chapter 7
(b) OPNAV INSTRUCTION M-5090.1(series), Environmental Readiness Program, SECTION III Chapter 23
(c) NAVSUPGLSINST 5090.1(series), NAVSUP GLS Hazardous Material Standard Operating Procedures
(d) NAVSUPFLCJ MAYPORT DET SOP 5090.1, Mayport Regional Consolidated Hazardous Material Control (CHRIMP) Center Standard Operating Procedures
(e) NAVAL STATION MAYPORT INSTRUCTION 4100.2(series), Consolidated Hazardous Material Reutilization and Inventory Management Program (CHRIMP) and Hazardous Material Control and Management (HMC&M)

1. Purpose. Delineates the procedures for the procurement, labeling, issuing, storage, and handling of HM within SERMC.

2. Cancellation. Reserved for future reference.

3. Applicability. This SOP applies to all SERMC personnel.

4. Responsibilities.

a. Commanding Officer will:

(1) Define and assign responsibilities within the Command for the HMC&M program and ensure compliance with references (a) through (e).

b. HMC&M Program Manager will:

(1) Provide information to the Naval Station (NS) Mayport Hazardous Material Minimization (HAZMIN) Center for the development and management of the SERMC Authorized Use List (AUL) in accordance with reference (a).

(2) Ensure HM proposed for addition to the AUL is reviewed by the appropriate Environmental, Safety and Occupational Health professionals, and Industrial Hygienist (IH).

NOTE: HM that is needed for an emergent repair and has not completed the AUL process must be approved for use by both C106 Department Head and C900 Department Head.

(3) Maintain the "on hand" HM inventory and track HM shelf life to ensure only current HM remains in stock. Remove and dispose of HM that cannot be extended.

(4) Compile Daily HM issue information to develop metrics including required stocking levels and to identify "Unused" HM.

(5) Remove "Unused" HM from inventory and transfer to HAZMIN Center for reutilization or Part B HW facility for disposal as applicable.

(6) Maintain Safety Data Sheets (SDSs) for the "on hand" HM inventory.

(7) Conduct routine surveys to verify that HM is properly labeled, stored, and inventoried. Correct any deficiencies identified during surveys.

(8) Submit Bar Code requests to NS Mayport HAZMIN Center for newly purchased HM and affix Bar Codes to HM in inventory.

(9) Participate in Command Indoctrination.

(10) Communicate with NS Mayport Environmental and HAZMIN Center regarding issues pertaining to HM.

c. SERMC Environmental Safety and Health (ESH) Department will:

(1) Investigate and record mishaps, incidents, illnesses and injuries occurring from the improper use of HM.

(2) Evaluate the HMC&M Program for compliance and effectiveness.

(3) Evaluate AUL documents (SDS and supplemental information) prior to submission to HAZMIN center.

d. Logistics, Code 964 will:

(1) Review Job Material Listings (JML) to determine HM requirements.

(2) Review requirements for HM purchases to determine if they are on the AUL.

(3) Coordinate with HMC&M Program Manager and ESH Department regarding all HM orders including those requiring addition to the AUL.

(4) Ensure that Preventive Maintenance System (PMS) cards and other required process data needed for AUL additions are provided to ESH Department.

(5) Ensure that HM is procured in accordance with references (a) through (e).

(6) Deliver HM to Hazardous Material Issue Point (HMIP) upon receipt.

(7) Provide 1348-1 or other receipt documents to HMC&M Program Manager to obtain bar code labels from HAZMIN Center.

e. Supervisors will:

(1) Ensure shop/code personnel are trained on the hazards and controls associated with HM used.

(2) Ensure that HM received without a bar code is turned into the HMIP.

(3) Ensure personnel only use authorized HM (bar coded) and unauthorized HM (not bar coded) is immediately turned into the HMIP for proper management.

(4) Ensure personnel are aware of HM/HW spill procedures found in Environmental Quick Take number E09, SERMC Safety SOP 38, Environmental Management Systems (EMS) training (ESAMS Course ID 1235, SERMC Annual Environmental Awareness Training (ESAMS Course ID 4978), and NS Mayport Storm Water Best Management Practice handout displayed in the department.

f. SERMC personnel will:

(1) Communicate with the ESH Department regarding any issues pertaining to HM.

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(2) Complete applicable Hazard Communication (HAZCOM) general and shop specific training as required.

(3) Ensure HM containers are kept clean and labels (bar codes and manufacturers labels) are legible in accordance with reference (a).

(4) Comply with procedures pertaining to the check-out/check-in and usage of HM in accordance with SERMC Safety SOP 39, Operation and Management of HMIP.

(5) Be knowledgeable of the information provided on the bar code, manufacturers label and applicable SDS.

5. Definitions.

a. Hazardous Material (HM). Any material that, because of its quantity, concentration, or physical or chemical characteristics, may pose a real hazard to human health or the environment. For the purposes of this SOP, any product that has a SDS will be considered HM.

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